ملخص القواعد

جميع الشعب

PRONOUNS

pronouns
الضمائر

subject pronouns
ضمائر الفاعل
تقوم بتعويض الفاعل في الجملة

I أنا
YOU أنت
HE/SHE(للعاقل) هو/هي
IT (لغير العاقل) هو/هي
WE نحن
THEY هم

object pronouns
ضمائر المفعول
تقوم بتعويض المفعول في الجملة

ME أنا
YOU أنت
HIM/HER(للعاقل) هو/هي
IT (لغير العاقل) هو/هي
US نحن
THEM هم

possessive pronouns
ضمائر الملكية
لا يأتي بعدها الشيء المملوك

MINE ملكي
YOURS ملكك/ملككم/ملككن
HIS/HERS ملكه/ملكها
we don't use ITS for possessive pronouns
OURS ملكنا
THEIRS ملكهم

possessive adjectives
صفات الملكية
يأتي بعدها الشيء المملوك

MY ملكي
YOUR مللكك/ملككم/ملككن
HIS/HER (للعاقل) ملكه/ملكها
ITS (لغير العاقل) ملكه/ملكها
OUR ملكنا
THEIR ملكهم

reflexive pronouns
الضمائر المنعكسة
تستعمل لتبيان أن الفاعل قام بالفعل بنفسه دون أي مساعدة

MYSELF نفسي
YOURSELF نفسك
HIMSELF/HERSELF (للعاقل) نفسه/نفسها
ITSELF (لغير العاقل) نفسه/نفسها
OURSELVES نفسنا
YOURSELVES نفسكم
THEMSELVES نفسهم

TENSES

TENSES الأزمنة

شاذة أخرى و عادية أفعال الأفعال من نوعان هناك
Regular verbs keep the same stem in conjugation process
التصريف عند الجذع نفس على تحافظ العادية الأفعال
Irregular verbs don't keep the same form of the stem and it may change once, twice or never
التصريف عند الجذع نفس على تحافظ لا الغيرعادية الأفعال
أبدا تتغر لا أو مرتين ,مرة تتغير أن ويمكن

past tense

simple البسيط:

irregular verbs : have to be learned
e.g:
i spoke to the doctor

regular verbs: STEM + (D/ED)

I, YOU, HE, SHE, IT, WE, THEY: stem + (D/ED)
-we add D to verbs that end with ..e
-we add ED to verbs that don't end with ..e
e.g:
WE produced sugar yesterday
I booked a place for you guys

verbs that end with Y :
-if before Y is vowel we add D
-if before Y is consonant we omit Y and we put IED

play ---------->played
hurry --------->hurried

continuous المستمر:
WAS/WERE +STEM+ING

لاستعمال هذا الزمن نحتاج الفعل (يكون)كفعل مساعد في التصريف فنصرف الفعل يكون في الماضي + جذع الفعل + ing

I, HE, SHE, IT:
was+ stem+ ing
YOU, WE, THEY:
were+ stem+ ing
e.g:
I was sleeping
WE are going to the cinema

perfect المثالي:
HAD + PAST PARTICIPLE OF THE VERB

لاستعمال هذا الزمن نحتاج استعمال الفعل(يملك)كفعل مساعد في التصريف فنصرف الفعل يملك في الماضي + التصريف الثالث للفعل

I, YOU,HE, SHE, IT, WE, THEY:
had+past participle
e.g:
THEY had eaten the meals

PAST PARTICIPLE
-regular verbs : stem + d / ed
-irregular verbs : must be learned
يجب أن تحفظ

TENSES الأزمنة

present tense

In this tense it doesn't matter whether the verb is regular or irregular. We conjugate both of them in the same way.

في هذا الزمن لا يهم إن كان الفعل عاديا أم شاذا فتصريفهما يكون بنفس الطريقة

simple البسيط

I, YOU, WE, THEY: stem
HE, SHE, IT: stem+(S/ES)
we add ES only with verbs that end with: O, X, SS, CH, SH, Z
e.g:
i like apples
she dresses like a queen

verbs that end with Y :
-if before Y is vowel we add S
-if before Y is consonant we omit Y and we put IES

play --------->plays
hurry --------->hurries

continuous المستمر :
AM/ARE/IS +STEM+ING

لاستعمال هذا الزمن نحتاج الفعل (يكون)كفعل مساعد في التصريف فنصرف الفعل يكون في الماضي + جذع الفعل + ing

I:
am+ stem+ ing
HE, SHE, IT:
is+ stem+ ing
YOU, WE, THEY:
are+ stem+ ing
e.g:
I am dreaming
YOU are eating
HE is coming

perfect المثالي :
HAVE/HAS + PAST PARTICIPLE OF THE VERB

لاستعمال هذا الزمن نحتاج استعمال الفعل(يملك)كفعل مساعد في التصريف فنصرف الفعل يملك في المضارع + التصريف الثالث للفعل

I, YOU, WE, THEY:
have+past participle
HE, SHE, IT:
has + past participle
e.g:
WE have studied
she has spoken

PAST PARTICIPLE
-regular verbs : stem + d / ed
-irregular verbs : must be learned
يجب أن تحفظ

future tense

simple البسيط
WILL + STEM

I, YOU, HE, SHE, IT, WE, THEY: will + stem
e.g:
I will visit you tomorrow

نضع ثم الجذع قبلwill نضيف الضمائر جميع مع هو كما الفعل

Key Words

past

simple

Yesterday البارحة In ancient times في الأزمنة القديمة
Last week الأسبوع الماضي Once مرةً
Last month الشهر الماضي Once upon a time ذات مرة
Last year العام الماضي just now الآن فقط
Ago مضى previously سابقا ....etc.

continuous

While/whilst بينما When بينما Since منذ
All last / previous...night, week, month......etc. كل الليلة / اللأسبوع / الشهر الماضي.......إلخ
For a long time yesterday / last day....etc. لمدة طويلة البارحة.......etc. إلخ......

perfect

When بينما After بعد
Before قبل By The Time بحلول الوقت

present

simple

Always دوما Usually عادة Normally طبيعيا
Often أحيانا Sometimes أحيانا Occasionally من حين لأخر
Never أبدا Rarely نادرا Hardly ever بالكاد Generally
عموما Every دوما Seldom نادرا ما
Scarcely نادرا Whenever كلما
Frequently في كثير من الأحيان ....etc.

continuous

At the moment في الوقت الحالي any longer
Still ما زال even now
At present حاليا any more
Still now حتى الآن no longer ....etc.

perfect

already مسبقا up to now حتى الآن
just فقط recently مؤخرا .....etc

future simple

simple

Tomorrow غدا In a little time في وقت قصير
Next week الأسبوع المقبل In future في المستقبل
Next month الشهر المقبل With in a (hour, day, week... Etc.) في غضون ساعة, يوم
Next year العام المقبل Later لاحقا
Soon قريبا ....etc.

IRREGULAR VERBS

الفعل	STEM	PAST SIMPLE	PAST PARTICIPLE
Verbs that don't change its form الأفعال التي لا تغير من شكلها			
يرهن	**Bet**	**Bet**	**Bet**
ينفجر	**Burst**	**Burst**	**Burst**
يصب	**Cast**	**Cast**	**Cast**
يكلف	**Cost**	**Cost**	**Cost**
يقطع	**Cut**	**Cut**	**Cut**
يناسب	**Fit**	**Fit**	**Fit**
يجرح	**Hurt**	**Hurt**	**Hurt**
يضرب	**Hit**	**Hit**	**Hit**
يسمح	**Let**	**Let**	**Let**
يضع	**Put**	**Put**	**Put**
ينسحب	**Quit**	**Quit**	**Quit**
يجلس	**Set**	**Set**	**Set**
سكب/ذرف	**Shed**	**Shed**	**Shed**
اغلق	**Shut**	**Shut**	**Shut**
يبصق	**Spit**	**Spit**	**Spit**
ينتشر	**Spread**	**Spread**	**Spread**
انزلق	**Slid**	**Slid**	**Slid**
حزين	**Upset**	**Upset**	**Upset**
مبلل	**Wet**	**Wet**	**Wet**
Verbs that change one time الأفعال التي تتغير مرة واحدة			
ينحني	**Bend**	**Bent**	**Bent**
تغلب	**Beat**	**Beat**	**Beaten**
ينزف	**Bleed**	**Bled**	**Bled**

احضر	Bring	Brought	Brought
تكاثر	Breed	Bred	Bred
يبني	Build	Built	Built
يحرق	Burn	Burnt	Burnt
يشترى	Buy	Bought	Bought
على قبض	Catch	Caught	Caught
حفر	Dig	Dug	Dug
تعامل	Deal	Delt	Delt
يغذي	Feed	Fed	Fed
يشعر	Feel	Felt	Felt
يقاتل	Fight	Fought	Fought
يجد	Find	Found	Found
على حصل	Get	Got	Got
يملك	Have	Had	Had
سمع	Hear	Heard	Heard
امسك	Hold	Held	Held
احتفظ	Keep	Kept	Kept
ركع	Kneel	Knelt	Knelt
إستلقى/بسط	Lay	Laid	Laid
يقود	Lead	Led	Led
إستند	Lean	Leant	Leant
تعلم	Learn	Learnt	Learnt
غادر	Leave	Left	Left
أقرض	Lend	Lent	Lent
أضاء	Light	Lit	Lit
خسر	Lose	Lost	lost
يصنع	Make	Made	Made
تعني	Mean	Meant	Meant

قد	May	Might	/
دفع	Pay	Paid	Paid
يقرأ	Read	Read	Read
قال	Say	Said	Said
يبيع	Sell	Sold	Sold
يرسل	Send	Sent	Sent
جلس	Sit	Sat	Sat
يلمع	Shine	Shone	Shone
ينزلق	Slide	Slid	Slid
أنفق	Spend	Spent	Spent
يُهجأ	Spell	Spelt	Spelt
يتسرب	Spill	Spilt	Spilt
يبصق	Spit	Spat	Spat
يشم	Smell	Smelt	Smelt
علم	Teach	Taught	Taught
أخبر	Tell	Told	Told
يفكر	Think	Thought	Tought
يفهم	Understand	Understood	Understood
سوف	Will	Would	/
يفوز	Win	Won	won
Verbs that change two times الأفعال التي تتغير مرتين			
نشأ	Arise	Arose	Arisen
يكون	Be	Was/were	been
يصبح	Become	Became	Become
بدأ	Begin	Began	Begun
يعض	Bite	Bit	Bitten
يأتي	Come	Came	Come

يفعل	Do	Did	done
رسم	Draw	Drew	Drawn
يقود	Drive	Drove	Driven
يشرب	Drink	Drank	Drunk
يأكل	Eat	Ate	Eaten
يسقط	Fall	Fell	Fallen
يحرم	Forbid	Forbade	Forbidden
ينسى	Forget	Forgot	Forgotten
غفر	Forgive	Forgave	Forgiven
تجمد	Freeze	Froze	Frozen
يُعطي	Give	Gave	Given
ذهب	Go	Went	gone
ينمو	Grow	Grew	Grown
يخفي	Hide	Hid	Hidden
يعرف	Know	Knew	Known
ركب	Ride	Rode	Ridden
يرتفع	Rise	Rose	Risen
يركض	Run	Ran	Run
يرى	See	Saw	Seen
غاص	Sink	Sank	Sunk
يهز	Shake	Shook	Shaken
يتحدث	Speak	Spoke	Spoken
يسبح	Swim	Swam	Swum
يأخذ	Take	Took	Taken
يرمي	Throw	Threw	Thrown
استيقظ	Wake	Woke	Woken
ارتدا لبس،	Wear	Wore	Worn
يكتب	Write	Wrote	written

AUXILIARY VERBS

	TO BE		TO HAVE		TO DO	
PAST SIMPLE	I	was	I	had	I	did
	YOU	were	YOU	had	YOU	did
	HE/SHE/IT	was	HE/SHE/IT	had	HE/SHE/IT	did
	WE	were	WE	had	WE	did
	THEY	were	THEY	had	THEY	did
PRESENT SIMPLE	I	am	I	have	I	do
	YOU	are	YOU	have	YOU	do
	HE/SHE/IT	is	HE/SHE/IT	has	HE/SHE/IT	does
	WE	are	WE	have	WE	do
	THEY	are	THEY	have	THEY	do
FUTURE SIMPLE	I	will be	I	will have	I	will do
	YOU	will be	YOU	will have	YOU	will do
	HE/SHE/IT	will be	HE/SHE/IT	will have	HE/SHE/IT	will do
	WE	will be	WE	will have	WE	will do
	THEY	will be	THEY	will have	THEY	will do
PAST CONTINUOUS	I	was being	I	was having	I	was doing
	YOU	were being	YOU	were having	YOU	were doing
	HE/SHE/IT	was being	HE/SHE/IT	was having	HE/SHE/IT	was doing
	WE	were being	WE	were having	WE	were doing
	THEY	were being	THEY	were having	THEY	were doing
PRESENT CONTINUOUS	I	am being	I	am having	I	am doing
	YOU	are being	YOU	are having	YOU	are doing
	HE/SHE/IT	is being	HE/SHE/IT	is having	HE/SHE/IT	is doing
	WE	are being	WE	are having	WE	are doing
	THEY	are being	THEY	are having	THEY	are doing
PAST PERFECT	I	had been	I	had had	I	had done
	YOU	had been	YOU	had had	YOU	had done
	HE/SHE/IT	had been	HE/SHE/IT	had had	HE/SHE/IT	had done
	WE	had been	WE	had had	WE	had done
	THEY	had been	THEY	had had	THEY	had done
PRESENT PERFECT	I	have been	I	have had	I	have done
	YOU	have been	YOU	have had	YOU	have done
	HE/SHE/IT	has been	HE/SHE/IT	has had	HE/SHE/IT	has done
	WE	have been	WE	have had	WE	have done
	THEY	have been	THEY	have had	THEY	have done

WAS - WERE ABLE TO / HAD TO / USED TO

1/-Was, were able to capacity of doing something somehow special للتعبير عن مقدرة مميزة

Example:

I was able to lift 100 kg

2/-Had to an obligation إرغام (something must be done this way with no alternative)

Example:

Ancient people had to work hard to live

3/-Used to

A- habit of doing something frequently عادة على القيام بشيء

Example:

He used to get up at 7:00 o'clock

B- something was a thing and became something else شيء تغير بمرور الزمن

Example:

This school used to be a mosque

EXERCISE 1: Fill the gaps with had to, used to, was/were able to.

- In ancient times people ………………..worship stones.
- The Egyptians produce crops in the fertile soil of the Nile Valley.
- She ……………….. read 2 books a day.
- In the past people……………..travel on animals back.

COMPARATIVES & SUPERLATIVES

Comparative adjectives

Comparative adjectives are used to compare between two nouns.

صفات المقارنة تستعمل للمقارنة بين إسمين

Noun (subject) + verb + comparative adjective + than + noun (object).

Example:

I am bigger than you

Superlative adjectives

Superlative adjectives are used to describe an noun in terms of quality. so we can show the differance between two nouns

صفات المقارنة تستعمل لوصف الإسم من حيث النوعية لكي نستطيع توضيع الفرق بين إسمين

Noun (subject) + verb + the + superlative adjective + noun (object).

Example:

I am the biggest of my friends

ADJECTIVE		COMPARATIVE		SUPERLATIVE	
IRREGULAR WORDS					
bad	سيء	**worse**	أكثر سوء	**worst**	الأسوء
good	جيد	**better**	جيد أكثر	**best**	الأفضل
much	كثير	**more**	أكثر	**most**	الأعظم
some	بعض	**more**	أكثر	**most**	الأعظم
many	كثير	**more**	أكثر	**most**	الأعظم
REGULAR WORDS					
One-syllable adjectives and adjectives ending in -y		**adjective + -er**		**the + adjective + -est**	
big	كبير	**bigger**	أكبر	**biggest**	الأكبر
tall	طويل	**taller**	أطول	**tallest**	الأطول
Y		**IER**		**IEST**	
handy	مفيد	**handier**	إفادة أكثر	**handiest**	الأكثر إفادة
happy	سعيد	**happier**	أكثر سعادة	**happiest**	الأسعد
Two-syllable or longer adjectives		**more + adjective**		**the most + adjective**	
beautiful	جميل	More beautiful	أكثر جمالا	most beautiful	الأجمل
talented	موهوب	More talented	موهوب أكثر	Most talented	الأكثر موهبة

EXERCISE 2: turn the adjective between brackets into a comparative or a superlative form.

1.He was the (clever) thief of all.
2.Who is the (rich) woman on earth?
3.Our house is (big) than yours.
4.this book is (interesting) than the old one.
5.He is the (old) of four children.
6.What's (large) city in the world?
7.you are (creepy) than your friend

CONDITIONAL

This lesson contains 4 main types 0, 1, 2, 3. To express condition we use If, provided that, providing that, as long as (all connectors can be put whether at the beginning or between the sentences)

هذا الدرس يحتوي على 4 أنواع 0, 1, 2, 3. للتعبير عن الشرط نستعمل If, provided that, providing that, as long as (جميع أدوات الربط يمكن وضعها في البداية أو بين الجمل)

Type zero: a general truth حقيقة عامة

IF Present simple (sentence 1), present simple (sentence 2)

Present simple (sentence 2) if present simple (sentence 1)

example:

IF you heat water it boils

water boils if you heat it

Type one: a situation possible to happen حادثة ممكنة الوقوع

IF Present simple (sentence 1), futur simple (sentence 2)

futur simple (sentence 2) if present simple (sentence 1)

example:

IF you study hard, you will succeed

you will succeed if you study hard

Type two: a situation impossible to happen حادثة مستحيلة الوقوع

IF past simple (sentence 1), would + stem (sentence 2)

would + stem (sentence 2) if past simple (sentence 1)

example:

IF you studied hard, you would succeed

you would succeed if you studied hard

Type three: a desire to change something الرغبة في تغيير شيء

IF past perfect (sentence 1), would have + past participle (sentence 2)

would have + past participle (sentence 2) if past perfect (sentence 1)

example:

if you had studied hard, you would have succeeded

you would have succeeded if you had studied hard

EXERCISE 3: put the verbs between brackets in their correct form

Type 1:

- If you (go) ………… out with your friends tonight, I (watch) ………… the football match on TV.
- I (earn) ………… a lot of money if I (get) ………… that job.

Type 2:

- If he (try) ………… harder, he (reach) ………… his goals.
- I (buy) ………… these shoes if they (fit) ………… .

Type 3:

- If we (listen) ………… to the radio, we (hear) ………… the news.
- If you (switch) ………… on the lights, you (fall / not) ………… over the chair.

WISH & REGRET

To express wish we use I wish, if only

I wish, if only للتعبير عن التمني نستعمل

There are 4 distinct types of I wish / if only sentences:

- Wish, wanting change for the present or future with the simple past.
- Regret with the past perfect.
- Complaints with would + stem.
- Dreams and unreal situations with could + stem

Expressing a wish:

Form: If only / I wish + simple past

Example:

If only I knew how to use social media.
(I don't know how to use social media and I would like to learn how to use them)

- The simple past here is an unreal past.
- When you use the verb "to be" the form is "were".

Example:

I wish I were a millionaire!

Expressing regret:

Form: If only / I wish + past perfect

Example

If only I had woken up early. (I didn't wake up early and I missed my bus.)

- To express a regret.
- The action is past.

Complaining:

Form: I wish / if only + would + verb

Example:

I wish you wouldn't arrive so late all the time.
(I'm annoyed because you always come late and I want you to arrive on time)

- To complain about a behavior that you disapprove.
- Expressing impatience, annoyance or dissatisfaction with a present action.

Dreams and unreal situations:

We can use wish + could to talk about something that we want to do but can't.

For impossible dreams:

'I wish I could fly like superman!'

For possible dreams:

'I wish I could ski.' (This is not impossible, you just need to take lessons)

wish & regret through the Use of I wish / if only

- **Wish, wanting change** التمني ,الرغبة في التغيير
  - the present or future -----> the simple past
    - The simple past here is an unreal past.
  - example:
    - I don't know how to use a computer and I would like to learn how to use it
      - If only I knew how to use a computer
- **Regret** الندم
  - past simple -----> past perfect
  - example:
    - I didn't wake up early and I missed my bus
      - If only I had woken up early
- **Complaints** الشكوى
  complaint, impatience, annoyance, dissatisfaction...etc
  - would + stem
  - example:
    - I'm annoyed because you always come late and I want you to arrive on time
      - I wish you wouldn't arrive so late all the time
      - I wish you would arrive on the time
      - I wish you wouldn't come always late
- **Dreams and unreal situations** الأحلام
  We can use wish + could to talk about something that we want to do but can't.
  - For impossible dreams
    - I am unable to fly
      - I wish I could fly like superman
      - I wish I were able to fly like superman
  - For possible dreams
    - I don't know how to ski
      - I wish I could ski
      - I wish I knew how to ski

ملاحظة

- When you use the verb to be the form is "were".
  - + =========> -
  - - =========> +

EXERCISE 4: make a wish

I. I regret talking to you last night. >>> I wish
2. My sister doesn't invite me to go with her. >>> I wish
3. I want to have money.>>> I wish
4. I didn't study for my exams. >>> I wish
5. I didn't know she was ill. >>> I wish

IT'S HIGH TIME...

We use it's high time if we feel that it is already late for something to happen, because it uses a past tense form to talk about the present or future.

نستعمل عندما نحس أنه قد فات الأوان لحدوث ذلك الشيء

It's high time + subject+ verb in past tense

You should get that car repaired.

- It's high time you got that car repaired.
- It's time you got that car repaired. (This pattern shows a little less urgency.)
- It's about time you got that car repaired.

we should buy a new car.

- It's high time we bought a new car.
- It's time we bought a new car.
- It's about time we bought a new car.

EXERCISE 5: complete the sentences

1. We should fight corruption
   it's high time we ....
2. the government should eradicate illegal activities
   it's high time the government ....
3. all citizens should report nepotism
   it's high time all citizens ....

SO...THAT / SUCH...THAT

They are used to enhance the meaning and make it more powerful

تستعملان لتقوية المعنى

1/- so + adjective + that

Example: The car was expensive, we couldn't buy it-------> The car was so expensive that we couldn't buy it

2/- such + noun phrase + that

Example: it was a good film, I watched it twice -------> it was such a good film that I watched it twice

EXERCISE 6: complete the sentences using the appropriate connectors

Your friend has ....an amazing personality......even elders respect him
Our teacher is ......polite.....everyone loves him
They have ......a big house ......I got lost!

ADVICE

To express advice we use Should, had better, ought to, (have better/ must), need to …etc

لتقديم النصيحة نستعمل Should, had better, ought to, (have better/ must), need to …etc

Example:

It would be better if you stopped smoking.

You should stop smoking *notice that after should we put the stem (verb's infinitive)*

EXERCISE 7: give advice

If she doesn't hurry, we will miss the bus

If he tried harder, he would reach his goals

If I had taken my umbrella, I wouldn't have gotten wet.

MODALS

Modal Verb	Expressing	Example
must	Strong obligation إرغام قوي	You must stop smoking.
	logical conclusion / Certainty إثبات	He must be very tired. He's been working all day long.
must not	Prohibition منع	You must not smoke in the hospital.
can	Ability قدرة	I can play pool.
	Permission السماح	Can I use your phone please?
	Possibility إمكانية	Smoking can cause cancer.
could	ability in the past مقدرة في الماضي	When I was younger I could run fast.
	polite permission سماح مهذب	Excuse me, could you give me the chair please?
	Possibility امكانية	It could rain tomorrow!
may	Permission السماح	May I use your pen please?
	Possibility مكانية, probability احتمالية	It may rain this afternoon!
might	polite permission سماح مهذب	Might I suggest an something?
	Possibility مكانية, probability احتمالية	I might go on holiday to London next year.
had better	Adviceنصيحة	You 'd better revise your for the exams

EXERCISE 8: complete the sentences using the appropriate modal

You seem so sick, you………….see a doctor

Sir ……….you answer my question please!

She…………………come fast, or we will be late for the feast.

FINAL S

هناك قاعدة بسيطة جدا يمكنكم معرفة النطق الصحيح لأي كلمة من دون أن تنطقها حتى وهي رؤية الحرف الموجود قبل S



/ S /	/ Z /	/ IZ /
P, T, K, C, Q, F, AUGH, OUGH, PH, TH(ث)	THE REST	S, SS, X, Z, ZZ, CE, CH, SH, GE

Example:

/ S /	/ Z /	/ IZ /
Stops, starts, books, economics, stuffs, laughs, graphs	Drives, dreams, kills, absorbs, bags..etc	Buses, bosses, boxes, buzzes, produces, watches, washes, badges

EXERCISE 9: Classify the following words according to the pronunciation of their final "s"

Cows, glasses, stores, hurts, hearts, buses, bears, books, starts, stops, spots, watches, buzzes, laughs, tomatoes, washes, keys, grows, dreams, maps, cakes, bridges, rules, dads, dogs, reduces, creeps, lowers, plays, produces, nurses, levels, bodies, switches, worries.

/ S /	/ Z /	/ IZ /

FINAL ED

هناك قاعدة بسيطة جدا يمكنكم معرفة النطق الصحيح لأي كلمة من دون أن تنطقها حتى وهي رؤية الحرف الموجود قبل ED



/ T /	/ D /	/ ID /
SS, CE, K, C, Q, P, F, OUGH, AUGH, PH, X, CH, SH	**THE REST**	**T , D**

Example:

/ T /	/ D /	/ ID /
Produced, cooked, stopped, watched	Honored, heard, dived, dreamed...etc	Addicted, added, wanted, connected

EXERCISE 10: Classify the following words according to the pronunciation of their final "ed

Called, stopped, started, booked, beard, heard, addicted, honored, graphed, smelled, watched, added, graphed, spotted, connected, argued, triggered, played, kicked, dreamed, ruled, clothed, heated, warmed, wanted, piped, calculated, canned.

/ T /	/ D /	/ ID /

SYLLABLES

Syllables

count the vowels in a word (a,e,i,o,u)

لمعرفة عدد المقاطع في كلمة يجب حساب عدد vowels التي فيها

- **each vowel = 1 syllable**
  - but, better, correct....etc
- **silent "e" doesn't count**
  - take, care....etc
  - trickery
    - the combination of two words
      - fireman , watermelon
    - final "ED"
      - T, D => ted, ded = 1 syllable
        - addicted, connected, added...etc
      - THE REST # 1 syllable
        - walked, dreamed...etc
- **diphthongs/ triphthongs** if two vowels or more are pronounced as one vowel then they are counted as one vowel (=syllable)

  بالنسبة للحروف المتجاورة إذا نطقت على شكل حرف واحد تحتسب مقطع واحد أما إذا نطق كل حرف على حدا على الرغم من تجاورهم إذا يحسب كل حرف على حدا

  - education, play, vision, pronunciation biology, geology...etc
  - trickery of IOUS
    - delicious, various, obvious, cautious..etc
    - t, f, k, c, s, ch, sh, x, ss = 1 syllable
    - the rest = 2 syllables
- **the "Y"**
  - y = 1 syallable
    - why
  - y + a vowel (a, e, i, o, u) = 1 syllable
    - stay, yesterday
- **ple, ble, gle,dle = 1 syllable**
  - apple, table, syllable..etc

STRESS

يقصد به المقطع المشدد في الكلمة
هناك قواعد تساعد على إيجاد المقطع المشدد في كلمة دون نطقها و هي كالآتي

Stress

- one syllable words have stress the 1st letter الكلمات المشكلة من مقطع واحد تكون الشدة في الحرف الأول — but, keep, close
- two syllables words الكلمات المشكلة من مقطعين
  - verbs and prepositions have stress on the 2nd syllable: الفعل مشدد في المقطع 2 — deNY, arGUE, diRECT
  - nouns, adjectives, adverbs have stress on the 1st syllable: إسم, صفة, ضرف تكون مشددة في المقطع 1 — FUNny, OFfice
- most three syllable words have stress on the 1st syllable معظم الكلمات من 3 مقاطع تكون مشددة في المقطع 1 — DIFficult, CONsider; Except: reMEMber, toGEther, adVIsor
- words ending with الكلمات التي تنتهي ب (able, ial, cian, ery, ian, ia, ient, ish, osis, ible,ious, ic, tion, sion) Number of syllables - 1 تحسب عدد المقاطع -1 تجد المقطع المشدد — soLUtion, GRAphic, VIsion
- Words ending with الكلمات التي تنتهي ب (ous, cy, thy, ty, phy, gy, ical, ence, ate, ent) Number of syllables - 2 تحسب عدد المقاطع -2 تجد المقطع المشدد — democracy, comMUnicate, COMpetence
- Words that use the suffix الكلمات التي تحتوي على هذه اللواحق ade, ee, ese, eer, que, tee, or oon have stress on the suffix تكون الشدة في اللاحقة نفسها — cruSADE, guaranTEE, JapaNESE, phySIQUE, carTOON
- nouns made out of two nouns. الأسماء المركبة من إسمين the stress is on the stressed syllable of the first word تكون الشدة في المقطع المشدد من الكلمة الأولى — SEAfood (sea + food), ICEland (ice + land), BAsketball (basket + ball)
- adjectives made of at least two words. الصفات المركبة من صفتين the stress is placed in the stressed syllable of the second word تكون الشدة في المقطع المشدد من الكلمة الثانية — ten-Meter, old-Fashioned, fifteen-Minute
- Reflexive pronouns usually take the stress on The second syllable 2 الضمائر المنعكسة تحمل الشدة في المقطع — mySELF, yourSELVES

EXERCISE 11: Classify the following words according to the number of their syllables

Birthday, Airplane, Fireman, Football, Pancake, Strawberry, Bathtub, Skateboard, Cupcake, Alligator, back, Microwave, art, Snowflake, Spaghetti, Baseball, Toothbrush, Sidewalk, Bedroom, Ponytail, age, Blackbird, accommodate, Watermelon, Doorbell, Helicopter, Peanut, ability, Flashlight, absolute, acceptance, addition, Painted, walked, table, forgotten, necessary, engineer, technical, question, psychology, apple, spider, computer, happiness, sadness, television, biology, quick, take, white, black, continue, sleep, delegate, processor, ecstatic, cautious, various, pronunciation, syllable.

1 syllable	2 syllables	3 syllables	More than 3

EXERCISE 12: Classify the following words according to the stressed syllable

Frustration, Delicious, Empiric, Fidelity, Flexibility, Mysterious, Incredible, Generous Nationality, Responsible, Activity, Activist, Perceptible, Salvation, Birthday, Airplane, Fireman, Football, Pancake, Strawberry, Bathtub, Skateboard, Cupcake, back, Microwave, art, Snowflake, Spaghetti, white, Baseball, Toothbrush, Sidewalk, Bedroom, Ponytail, age, Blackbird, accommodate, Doorbell, Peanut, ability, addition.

1st syllable	2nd syllable	3rd syllable	4th syllable

PREFIX/ROOT/SUFFIX

Book

Prefix *root* *suffix*

illegal

careful

part 1: (im, in, il, ir, un, mis, dis,de) لتشكيل طباق سلب يكفي فقط إضافة سابقة للكلمة وهي

to answer this question we only use ***NEGATIVE PREFIXES (im, in, il, ir, un, mis, dis,de)***

(m;p) ≠ im… , (L) ≠ il…….. , (r) ≠ ir…. , (………ful) ≠ (……….less)

Mortal ≠ immortal legal ≠ illegal responsible ≠ irresponsiblec areful ≠ careless

EXERCISE 13: ***Give the opposites of the following words keeping the same root.***

pure – important – responsibility – legal – acceptable – effective – hopeful – moral – fair – responsible – behave – tolerance – careful – understand – populated - known - fertile – integration – approve - apply – availability

part 2:

PPREFIX	ROOT	SUFFIX
In, im, il, ir, un, mis, dis, anti, under, over, inter, extra, hyper, auto, de, down, up, mega, re, semi, sub, ultra, out	The smallest part that has utterance	er, ion, sion, tion, ment, ed, age, able, ic, ful, less, ness, ive, ity, ing, or, ly, al, ance, ence, ship, ty, ary, ous, ious, y, en, ize, ise, ward, wise, ism, dom, acy,

Example: underperformance, having, strengthened, include, subconscious

PPREFIX	ROOT	SUFFIX
Under	Perform	Ance
/	Have	ing
/	Strength	En,ed/ ened
/	Include	/
Sub	Conscious	/

VERB / NOUN / ADJECTIVE

VERB	NOUN	ADJECTIVE
To + stem sometimes you need to go from noun or adjective to create a verb: 1-remove the suffix 2- add one of these suffixes to create the verb (ate, en, fy, ify, ize, ise	Stem + er, ion, sion, tion, ity,ty, ment, ness, or, ship, age, ance, ence, dom, acy, ism, ing, ption	Stem + able, ible, al, ant, ary, ic, ious, ous, ive, less, y, ing, ful, ic, ical, ed.

Example:

VERB	NOUN	ADJECTIVE
To regulate	Regulation	Regulated
To satisfy	Satisfaction	Satisfying
To free	Freedom	Freely/free
To strengthen	Strength	Strong
To forgive	Forgiveness	Forgivable
To accept	Acceptance	Acceptable
To bleed	Blood	Bloody
To bore	Boredom	Boring
To bury	Burial	Buried
To challenge	Challenge	Challenging
To continue	Continuity	Continuous
To die	Death	Dead
To fly	Flight	Flying
To identify	Identity	Identifying
To please	Pleasure	Pleasant
To whiten	Whiteness	White
To secure	Security	Secured

HOW TO ASK A QUESTION

To ask a question about the subject: (wh qst) + verb + object +? subject قاعدة السؤال على

example:

Ahmed visited Karim -------------> who visited Karim?
the lion is eating the meat -------------> what is eating the meat?

the underlined word must be omitted from the question

To ask a question about the object: object قاعدة السؤال على

- **with a simple tense: (الأفعال المشكلة من جزء واحد) مع الأزمنة البسيطة**

wh + { did / do / does } + subject + stem + the rest of the sentence + ?

I <——> YOU/HE/SHE
ME <——> YOU
MY< ——> YOUR
WE <——> WE / YOU
MINE <——> YOURS
....etc

Example:

Ahmed visited Karim ---------------> who did Ahmed visit ?
the lion eats the meat ----------------> what does the lion eat ?

- **With a compound tense: (الأفعال المشكلة من جزئين) مع الأزمنة البسيطة**

wh + (1^{st} part of the verb) + subject + (2^{nd} part of the subject) + ...?

Example:

he was eating chocolate ----------------> what was he eating?
I will call you ----------------> who will you call?
Khaled had eaten his meal ----------------> what had Khaled eaten?

What: ماذا when: متى
where: أين
why: لماذا (because......)
who: من which: أيُ
whose: لمن how: كيف
how many: كم عددية
how much: كم الثمنية
by what: بواسطة ماذا
how far:البعد
how long: المدة
how deep: العمق
how heavy: الثقل
how tall: الطول
how old: العمر
how high: الإرتفاع
how often: عدد المرات
how fast: السرعة
how wide:الاتساع

EXERCISE 14: ask a question that the underlined word answer

Ahmed is writing a book.

?

He walks home from work.

?

The children are playing in the garden.

?

Peter runs with his friends on Sundays.

?

My bird has a cage in the garden.

?

We go to work by bus.

?

she likes animals because they are nice.

?

HOW TO REORDER SENTENCES

Be aware of
. N
, n
n

- The beginning and ending of each statement might help
capitalization, lowercase, full stop (.), comma (,) or an empty space at the end
بدايات و نهايات الجمل تساعد بشكل كبير جدا
- The first statement needs to start with a clear nominative subject and not with:
Pronouns, subordinators, coordinators, relative adverbs, relative pronouns…etc
They, because, and, who…..etc
أول جملة يجب أن تبدأ بإسم واضح و ليس ضمير.....الخ
- The last statement have to end with (. / ? / !)
آخر جملة يجب أن تنتهي ب (! / ? / .)

Example:

Reorder the following statements

A. It also contributes to the economic progress of its community.
B. to improve its business performance,
C. Responsible business conduct allows an enterprise
D. make profits, and meet its stakeholders' expectations.
(C – B – D – A)

EXERCISE 15: *Reorder the following statements to make a coherent paragraph*

a. as they are quite similar in size and gravity.
b. Astronomers have known Venus for thousands of years.
c. It is sometimes called the sister planet of the earth
d. Anyway the two planets are very different.

إنتبه لصيغة السؤال

Reorder the following statements هنا يكفي ترتيب الجمل كما في المثال

Reorder the following statements to make a coherent paragraph هنا يجب ترتيب الجمل على شكل فقرة

UNLESS

Unless: if …….not

Example:

If you don't study you will fail -------> unless you study you will fail correct ✓
unless you don't study you will fail false ×
If you didn't lose your keys, you would be at home ---> unless you lost you keys, you would be at home correct ✓
unless you didn't lose you keys, you would be at home false ×
if you hadn't suggested it, I wouldn't have phoned him ----> unless you had suggested it, I wouldn't have phoned him correct ✓
unless you hadn't suggested it, I wouldn't have phoned him false ×

EXERCISE 16 :Complete the Conditional Sentences with the correct form using unless.

- I will not travel to London if I don't get a cheap flight.
- If I hadn't studied, I wouldn't have passed the exam.
- I would go to school by bus if I didn't have a driving license.

CAUSE & RESULT

The cause:

توضع أداة السبب دائما قبل الجملة التي حدثت أولا

1/- (because, since, as) + subject

Example:

2 1
the baby is crying, he is hungry ----------------> the baby is crying since he is hungry

2/- (due to, for, because of, owing to) + {noun phrase(an…/a…) / gerund(stem+ing)}

Example:

2 1
the unemployment was high, an economic crisis ----------> the unemployment was high due to an economic crisis

The result:

توضع أداة النتيجة دائما قبل الجملة التي حدثت ثانيا

1/- (as a result, consequently, so, so that, thus, therefore) + subject

Example:

1 2
the plan was delayed, I had to wait for 5 hours-------> the plan was delayed thus I had to wait for 5 hours

1----------cause---------->2
1<-----consequence-----2

the plan was delayed, I had to wait for 5 hours-------> I had to wait for 5 hours because the plan was delayed

EXERCISE 17: complete the sentences using due to/ thus / as a result / because of

1. She didn't come to school her illness.
2. He took his medicine regularly. , he got better.
3. I was talking to my friend I didn't understand the lesson.
4. I stayed up all night. , I woke up late.
5. She is rich , everybody wants to marry her.
6. Many people died corona.
7. He died his careless driving.

IN SPITE OF / DESPITE / ALTHOUGH

In spite of, despite **and** ***although*** **are all used to show a contrast but there are differences in the structures used with them.**تستعمل جميعها لتبيان التضاد

In spite of / despite

Despite + noun + rest of the sentence

- *We enjoyed our camping holiday in spite of the rain.*
- *Despite the pain in his leg he completed the marathon.*
- *Despite having all the necessary qualifications, they didn't offer me the job.*
- *~~Despite~~ of the bad weather, there was a large crowd at the match. false*
- *Despite the bad weather, there was a large crowd at the match. correct*
- *In spite of the bad weather, there was a large crowd at the match. correct*

> **Remember that the gerund ('*ing*' form) is the 'noun' form of a verb. The only difference between in spite of and despite is the '*of*'.**

Although / Though

Although + subject + rest of the sentence

- *We enjoyed our camping holiday although it rained every day.*
- *Although he worked very hard, he didn't manage to pass the exam.*
- *The holiday was great although the hotel wasn't very nice.*

We can use ***in spite of*** and ***despite*** with a subject and verb if we include the expression '*the fact that*'.

- *In spite of the fact that he worked very hard, he didn't manage to pass the exam.*
- *Despite the fact that he worked very hard, he didn't manage to pass the exam.*

Even though

Even though is a slightly stronger form of although.

- *We decided to buy the house even though we didn't really have enough money.*
- *You keep making that stupid noise even though I've asked you to stop three times.*

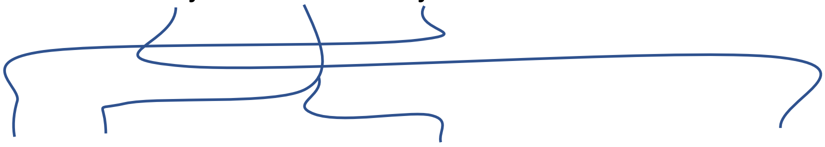
Like ***although***, ***even though*** is followed by a subject and a verb.

EXERCISE 18: Choose from: Despite / In spite of / although / even though / though / despite the fact that / in spite of the fact that.

1. ______ the bad weather, we went on a school picnic.
2. ______ her sickness, Asma went to school.
3. My parents are never pleased with my grades ______ I get nothing less than a 'B'.
4. ______ the heavy snow, we managed to get to the meeting on time.
5. ______ we played well, we couldn't win the game.
6. The elevator was out of order so I had to use the stairs ______ being exhausted.
7. I am not going to eat fast food ______ I am starving.

ACTIVE & PASSIVE VOICE:

A.V : Subject + verb + object + rest of the stce



P.V : subject+ (to be) + (past participle of the main verb/ V3) + by+ agent + rest of the sentence

Example:

Ahmed eats an apple
An apple is eaten by Ahmed

A.V: subject pronouns → P.V: Object pronouns

Tense	Active voice	Passive voice	Active Form	Passive Form
Simple present	Keep	Is/are kept	I keep the butter in the fridge.	The butter is kept in the fridge.
Present continuous	Am/is/are keeping	Is/are being kept	I am keeping the butter in the fridge.	The butter is being kept in the fridge.
Simple past	Kept	Was/were kept	I kept the butter in the fridge.	The butter was kept in the fridge.
Past continuous	Was/were keeping	Was/were being kept	I was keeping the butter in the fridge.	The butter was being kept in the fridge.
Present perfect	Have/has kept	Have/has been kept	I have kept the butter in the fridge.	The butter have been kept in the fridge.
Past perfect	had kept	had been kept	I had kept the butter in the fridge.	The butter had been kept in the fridge.
Simple Future	will keep	will be kept	I will keep the butter in the fridge.	The butter will be kept in the fridge.
Conditional Present	would keep	would be kept	I would keep the butter in the fridge.	The butter would be kept in the fridge.

EXERCISE 19: Rewrite sentence (b) so it means the same as (a)

a. He opens the door.
b.
a. We moved the table.
b.
a. She plays a lot of games.
b.
a. I draw a picture.
b.
a. karim wear red shoes.
b.
a. They will not help you.
b.

DIRECT & REPORTED (INDIRECT) SPEECH

He — { Said / told / Demanded / Asked / Requested / Ordered / Wanted to know } + :<<…………………………………………>>

Observe that all the verbs listed before are conjugated in the past

REMEMBER:

when the introducing verb is conjugated in the past we change everything inside the brackets when we transform from direct-------> reported speech

Example:

He said:<< I am the king >>
he said that he was the king

he says:<< I am the king >>
he says that he is the king

Notice that when the introducing verb is present simple, nothing changed during the transformation

REMEMBER:

when the introducing verb is conjugated in present or future tense, everything included inside the brackets remains the same during the transformation as shown in the example

Types of change	
D.S	**I.S**
He said:<< ….declarative sentence…>> **e.g: he said:<< I am the teacher >>**	He said that………. e.g: he said that he was the teacher
He asked:<< ….WH QST….? >> **e.g: he asked:<< where is the teacher? >>**	He asked (the same WH QST used) e.g: he asked where the teacher was
He asked:<< ….YES/NO QST….? >> **e.g: he asked:<< are you the teacher? >>**	He asked IF………… e.g: he asked if I was the teacher
He ordered me:<<…….order……>> **e.g: he ordered me :<<give me the pen >>**	He ordered me to………… e.g: he ordered me to give him the pen
He requested/ asked me:<< a request…….>> **e.g: he requested me:<< can you help me. please! >>**	He requested me to………….. e.g: he requested me to help him

D.S	I.S
present simple	Past simple
present continuous	Past continuous
past simple	Past simple / past perfect
present perfect	Past perfect
past perfect (doesn't change)	Past perfect
Will	would
Would (doesn't change)	would
Can	could
Could (doesn't change)	could
Shall	should
Should (doesn't change)	should
Might (doesn't change)	might
must	Had to

Phrase in direct speech	Equivalent in reported speech
Today	that day
Yesterday	the day before
The day before yesterday	two days before
Tomorrow	the next/following day
The day after tomorrow	in two days time/ two days later
Next week/month/year	the following week/month/year
Last week/month/year	the previous/week/month/year
Ago	before
this (for time)	that
this/that (adjectives)	the
Here	there

EXERCISE 20: Rewrite sentence (b) so it means the same as (a)

1. "Don't do it!"

____

4. "She got married last year"

____

8. "We went to the cinema and then to a Chinese restaurant"

____

12. "Do you work in London?"

____

9. "I'll come and help you at twelve"

____

كيفية كتابة فقرة

HOW TO WRITE A PARAGRAPH

لكتابة فقرة في الإنجليزية وتحصيل علامة ممتازة يجب الإنتباه للنقاط التالية:

- الهيكلة المطلوبة
- المحتوى (السؤال المراد الإجابة عنه)
- الحجم المطلوب

الهيكلة

هناك 3 انواع رئيسية:

- COMPOSITION / ESSAY
- ARTICLE / PARAGRAPH / SPEECH
- LETTER

المحتوى

هو السؤال الذي يطرح في نهاية الموضوع يكون مقسم لنوعين:

النوع الأول TOPIC ONE

وتكون فقرة موجهة حيث يعطي لك بعض المعلومات التي بتوظيفها تساعدك على إنشاء فقرة, عادة تكون لها علاقة بالنص

النوع الثاني TOPIC TWO

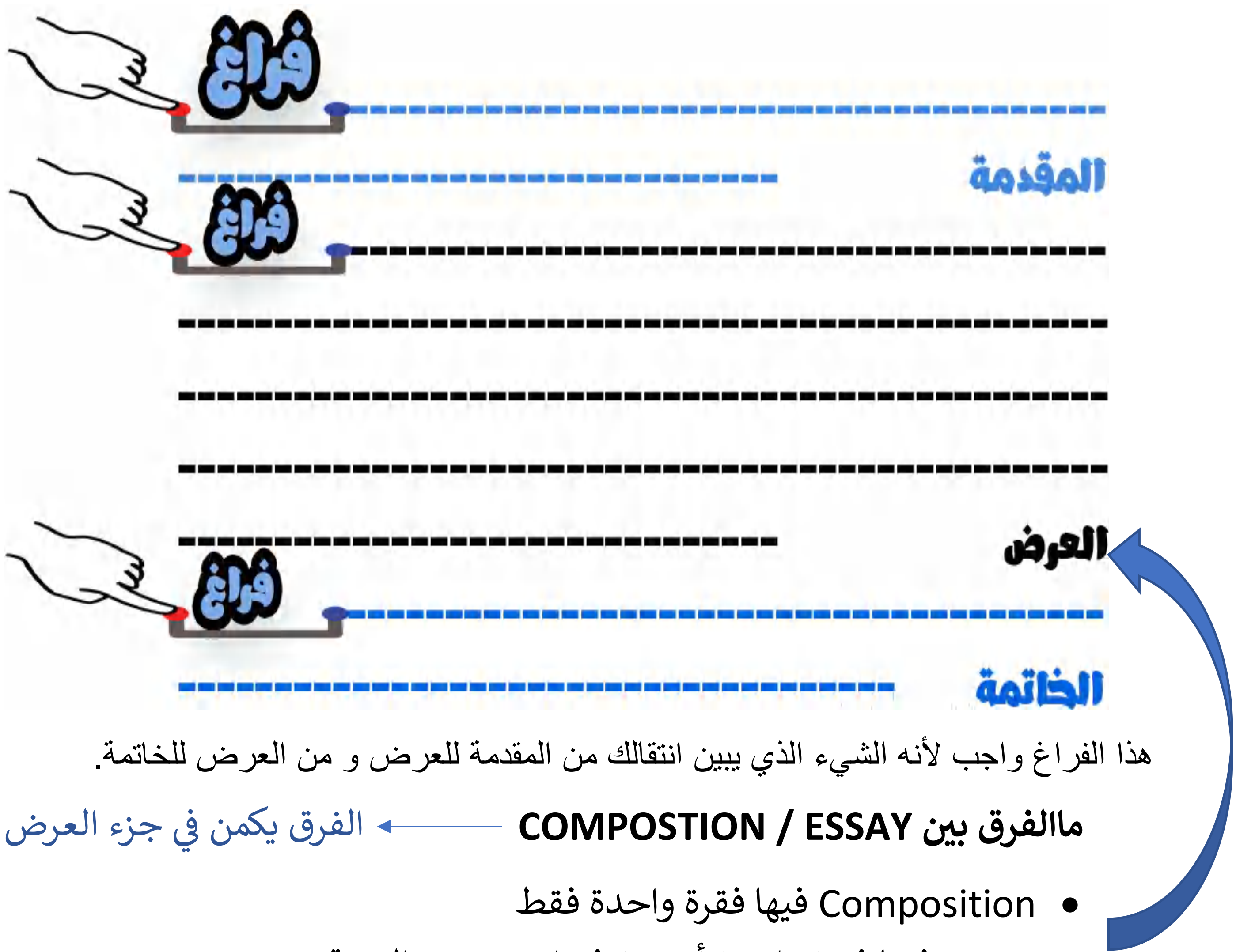
و تكون فقرة حرة بدون مساعدة, عادة لا تكون لها علاقة بموضوع النص.

الحجم

يدرج في نص السؤال عادة يكون من 80 إلى 120 كلمة أي ما يعدل 14 سطر تقريبا

COMPOSITON / ESSAY

يكون على شكل مقدمة / عرض / خاتمة من هذا الشكل:



هذا الفراغ واجب لأنه الشيء الذي يبين انتقالك من المقدمة للعرض و من العرض للخاتمة.

مالفرق بين COMPOSTION / ESSAY ← الفرق يكمن في جزء العرض

- Composition فيها فقرة واحدة فقط
- Essay فيها فقرة واحدة أو عدة فقرات حسب الرغبة

Example

Child labour is a worldwide crime. It refers to children exploitation. This danger became a major issue yet the remaining problem is not knowing how to tackle it. Therefore, several procedures must be taken to fight this problem

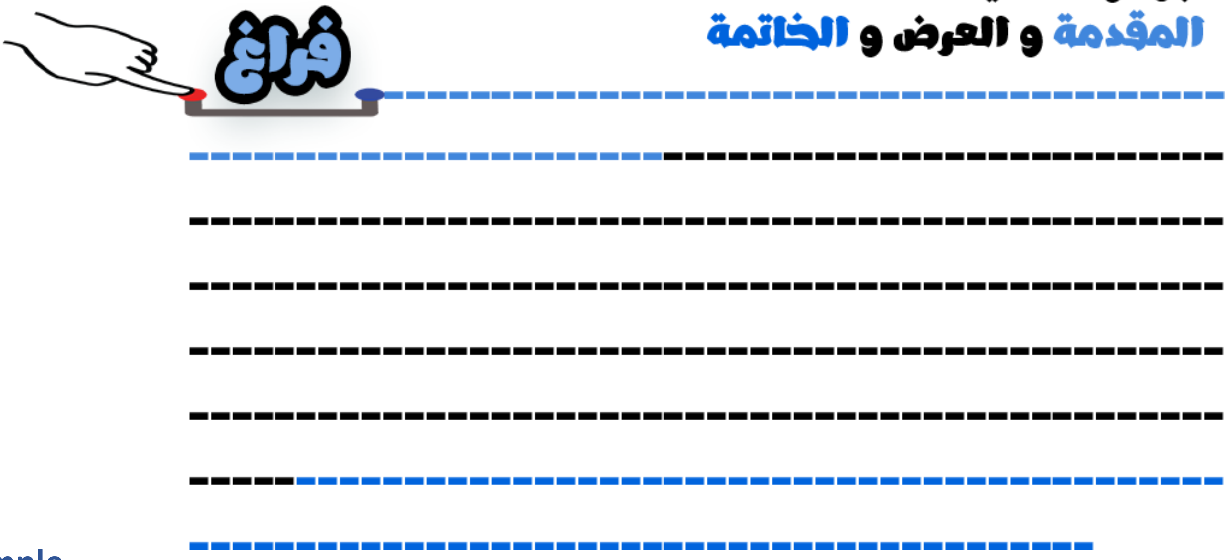
First and foremost, we have to fight poverty by increasing the salary of all workers especially the poor ones so they can close the gap of being in need. Second, supporting poor families to educate their children such as making organizations to help children fulfil their needs including buying supplies of studying for instance bags/books/…. etc.. After that, we have to impose stringent regulations to ban child labour definitely because it's the main problem. Lastly and most importantly, it is obligatory to sensitize families of the dangers of this latter due to its speed at spreading, to put it differently this problem is expanding fatly and we have to stop it.

To conclude we have to put hand in hand to ban this danger completely to live in a better world because this is not a personal issue but all people concern.

ARTICLE / PARAGRAPH / SPEECH

يكون على شكل فقرة واحدة من هذا الشكل:

جزء واحد فيه كل من
المقدمة و العرض و الخاتمة



Example

Illegal activities typically describe something that is explicitly prohibited by law. Therefore, it must be eradicated. First and foremost, fighting corruption by Giving a better salary to workers because low wages are the main source of this latter. Second, comes bribery and to ban this issue it is important to enhance the educational system by sensitizing students and families about it and how to reduce it and to report any act of bribery seen or noticed in any field. Finally and most importantly, especially nepotism which refers to one of the major problems that spread at a fast speed and it's extremely tough to deal with it but to begin banning this problem we have to report the practicing of nepotism by any person in any place especially if the one getting the benefit is not qualified for occupying that job…etc. To conclude, these are some of the solution that can be offered yet the list still goes on, as well as fighting this danger is not only government concern but all citizens need to help and be reunited as one person in order to erase this latter completely, so we have to put hand in hand to live in the better world we are all dreaming of.

مالفرق بين ARTICLE / PARAGRAPH / SPEECH

- ARTICLE / PARAGRAPH وجهان لعملة واحدة لا يوجد فرق
- SPEECH فيه إختلاف من حيث المحتوى حيث تجدون فيه استعمال ضمائر المتكلم بكثرة ببساطة لأنه خطاب عبارات من هذا الشكل

I think…, I believe…., we must…, we have to…
It is in my concern to…., our society needs……, this depends on us…….etc

رسالة LETTER

لها هيكلتها الخاصة و تكون من الشكل:

SENDER'S NAME,
SENDER'S ADRESS,

RECEIVER'S NAME,
RECEIVER'S ADRESS,
DATE,

TO/DEAR RECEIVER'S NAME,

جزء واحد فيه كل من **المقدمة** و العرض و **الخاتمة**
أو عدة فقرات لكم الحرية

فراغ

Example

اختبار في مادة: اللغة الانجليزية / الشعبة: علوم تجريبية، رياضيات، تقني رياضي، تسيير واقتصاد / بكالوريا 2016

الموضوع الثاني

Part One: Reading. **(15 points)**
Read the text carefully and do the activities.

92187 Summerfield St.
Grove City, Liverpool 43123

June 10, 2015

Mrs. Ann Summers
Majestic Travel Agency Manager
2576 St. Rt. 3
Marblehead, Ohio

Dear Mrs. Summers,

I am writing to complain about the poor standard of accommodation during my last holiday. **I** booked this self-catering holiday last year with your travel agency to Hawaii. When I came back, I immediately visited the agency to complain and seek compensation for my shocking experiences.

If I had known that the accommodation would be so poor, I would have booked from the beginning a full-service holiday. What I expected was a luxurious apartment with a small oven. Not only was the room dirty and full of bugs, but the shower was broken and unusable. To make matters even worse, there was no oven as I had requested. I have never seen such a bad service at a self-catering holiday before. You can imagine my anger when I had to eat out. Not surprisingly, I booked another room, which, although without an oven, was at least clean and with a working shower. Therefore, this room cost a lot more than the apartment and I had to eat out too.

My purpose in visiting the agency was to ask for compensation. The young lady who served me offered some supporting documents as compensation. She advised me to take my time with the answer. I have decided to ask your agency for a cash refund. Would a refund of about 500 dollars be too much to expect?

At the very least, I would like **you** to inform me of the action you will take with regard to the additional expenses I have paid. Unless adequate action is taken, I shall have no other option but to publish this letter in the local newspaper.

Sincere regards,
Bill Gordon

LINKING WORDS

Linking Words

Order أدوات الترتيب

- first/firstly/to begin/to start/ at the beginning أولا
- second/secondly ثانيا
- third/thirdly ثالثا
- next/then/after that بعد ذلك
- also/in addition/moreover/furthermore كذلك
- finally/أخيرا/ last but not least/أخيرا و ليس آخرا / lastly and most importantly أخيرا و كأهم جزء
- to conclude/in conclusion/at the end كخاتمة

Emphasis أدوات التوكيد

- undoubtedly/without a doubt دون شك
- indeed بالفعل
- obviously/clearly بوضوح
- particularly/in particular/especially خاصة
- importantly أهم
- absolutely/definitely حتما, إطلاقا
- it should be noted يجب أن يؤخذ في الحسبان
- unquestionably دون سؤال
- positively أكيد

Generalization التعميم

- in general/generally عموما
- overall فوق كل شيء
- in most cases في معظم الحالات
- on the whole ككل

Summary أدوات التلخيص

- to summarize/altogether/ in short/briefly/to sum up باختصار

Linking Words

Restatement إعادة الصياغة
- in other words بعبارة أخرى
- to put it differently بصياغة أخرى

condition الشرط
- if إذا
- as long as/provided that/providing that بشرط
- in case في حالة
- unless إذا لم

reason السبب
- because/since/as بسبب
- due to/owing to/because of راجع إلى/بسبب

illustration إعطاء مثال
- for example/for instance/such as/ like/namely مثل
- to demonstrate/to clarify للتوضيح
- including يتضمن

concession الإعتراف و التنازل
- admittedly على نحو لا يمكن إنكاره
- up to a point إلى حد ما
- even so و مع ذلك
- even if حتى إذا
- however مع ذلك

contrast التضاد
- unlike على غرار
- despite/in spite of/nevertheless/nonetheless و مع ذلك
- though/although/eventhough على الرغم من
- differing from/contrary to/whereas/in contrast to على غرار/على خلاف
- conversely على عكس
- even so و مع ذلك
- even if حتى إذا

comparison المقارنة
- similarly/equally/likewise/just as/just like مماثل
- correspondingly مشابه
- in the same way بنفس الطريقة
- compared to (with) مقارنة ب /مع

goal (purpose) الهدف
- in order to/ so as to/ to بهدف

أسئلة الباكالوريا

Part one :

read the text carefully then do the activities

A/- comprehension

QST 1: choose the letter that corresponds to the right answer:

a/-NEWSPAPER جريدة

check the text's source, you have to find a name of a publishing house تفقد المصدر أسفل النص تجد اسم دار نشر

example:

New York times, Friday 02 may (published)

b/-WEB ARTICLE مقال أنترنت

check the text's source, you have to find a web address تفقد المصدر أسفل النص تجد رابط لموقع

example:

adapted from www.encyeducation.com

c/-MAGAZINE مجلة

check the text's source, you have to find a name of a magazine تفقد المصدر أسفل النص تجد شيء من هذا القبيل

example:

the health, June 2016 (adapted)

d/- A LETTER رسالة

check the text's source, you have to find a receiver (dear….)/ or you will find the type of the letter هيكلة الرسالة واضحة جدا

example:

writing class : letter of gratitude

e/-DESCRIPTIVE وصفي

the author describes something in his text, you have to find a lot of adjectives, adverbs, metaphors, similarity, contrast..etc. كثرة الوصف و الصفات

f/-PRESCRIPTIVE نصحي, إرشادي, أمري

when the writer is talking about a negative situation happening to a certain category of people while giving solutions based on powerful arguments يحاول الكاتب إصلاح حالة سلبية و إعطاء حلول

g/-NARRATIVE سردي

old actions or events such as civilization أحداث قديمة

h/-ARGUMENTATIVE حجاجي

lots of arguments and examples will be found in the text, you will find words and phrases of illustration and emphasis: because of, due to, undoubtedly, especially, for instance, positively…etc كثرة الحجج و البراهين و الأمثلة

i/-EXPOSITORY تفسيري إيضاحي

the writer uses explanation and mostly scientific subjects يستعمل الكاتب الشرح بكثرة وتكون عادة مواضيع علمية food safety, science…etc

j/-SURVEY دراسة

statistics, data, percentages, numbers…etc

k/- SPEECH خطاب

the writer uses PRESENT TENSE a lot and tries to motivate people while using sentences like: I think..., I believe...., we must..., we have to...etc يستعمل الكاتب زمن المضارع و ضمائر المتكلم بكثرة

l/-INTERVIEW/CONVERSATION مقابلة

a discussion -

-

QST 2: are the following statements true/false? Write T or F next to the letter corresponding to the write answer

- no need to rewrite the sentences لا داعي لكتابة الجمل
- the answers need to be organized in a table, for instance : تكون الإجابة النموذجية من هذا الشكل

A	B	C	D
T	F	F	T

QST 3: are the following statements true/false? Justify the false ones هنا إنتبه هو يطلب تصحيح الجمل الخاطئة

Here we don't use the table, we just write T or F then we justify, for instance:

A/-T
B/-T
C/-F, justification............
D/-F, justification...........

QST 4: write the letter that best completes the statement:

A/- Kepler 452b is the most............to our planet.

a/- different b/- remote c/- similar

QST 5: answer the following questions according to the text

a/-WH QSTs:

What: ماذا ,when: متى , where: أين ,why: لماذا (because......)
who: من , which: أيُ , whose: لمن , whom: من للمفعول
how: كيف , how many: كم عددية , how much: كم الثمنية , how far:البعد
how long: المدة , how deep: العمق , how heavy: الثقل
how tall: الطول , how old: العمر , how high: الإرتفاع
how often: عدد المرات , how fast: السرعة , how wide: الاتساع

b/-YES/NO QSTs (auxiliary qsts)

is he.......................? Does she............?
yes, he is. / no, he is not. Yes, she does. / no, she does not.
do you ....? Are they.......?
yes, I do. / no, I don't. yes, they are. / no, they are not.

c/- LIST FROM THE TEXT

list from the text four counterfeited products?

QST 6: copy the title you think is the most appropriate

a/-............................ b/-................................... c/-..................................

QST 7: in which paragraph is it mentioned that..? في أي فقرة ذكر أن

Return to the text and search about the place of that statement عد للنص وابحث عن الفقرة التي ذكرت فيها العبارة

QST 8: give a title to the text.

QST 9: give the general idea of the text.

QST 10: what/who do the underlined words refer to in the text?

تعوض ما قبلها:
- Subject pronouns : I, YOU, HE, SHE, IT, WE, THEY
- object pronouns : ME, YOU, HIM, HER, IT, US, THEM
- relative pronouns : WHO, WHOM, WHICH, WHOSE, ...ETC & THAT

≠

تعوض ما بعدها:
- possessive adjectives : MY, YOUR, HIS, HER, ITS, OUR, THEIR
- demonstratives : THIS, THAT, THOSE, THESE,.......ETC

B/- text exploration

QST 1: find in the text words or phrases that are closest in meaning to the following?

You have to find synonyms of the words given بالعودة للنص تجد مرادفات الكلمات عند الفقرات المبينة بجانبها
example:

work=......(1§) , ask=.......(3§)

QST 2: find in the text words or phrases that are opposite in meaning to the following?

You have to find antonyms of the words given بالعودة للنص تجد أضداد الكلمات عند الفقرات المبينة بجانبها
example:

reduce≠......(3§) , find≠.........(2§)

QST 3: find in the text words whose definition is the following?

You have to find words from the text that that can be defined as given
example:

.to be overweight because of lots of eating

QST 4: match each word with its definition/opposite/synonym

Word	Definition
Illegal	One's attitude
Embezzle	The act of stealing money from the bank
Behavior	Contrary to law

QST 5: give the opposite of the following words keeping the same root

QST 6: divide the following words into PREFIX, ROOT, SUFFIX

QST 7: complete the table below

QST 7: classify the following words according to the pronunciation of their final "s"

QST 8: classify the following words according to the pronunciation of their final "ed"

QST 9: classify the following words according to the number of their syllables

QST 10: classify the following words according to the stressed syllable

QST 11: fill in the gaps with words from the list

هذا جدول مساعد يمنكك من معرفة ما يجب وضعه في الفراغ إنطلاقا من الكلمة الموجودة قبل الفراغ

Before the gap قبل الفراغ	In the gap ما يجب أن يكون في الفراغ
Subject	Verb
More, less	Than
The most, the least	Adjective, likely
By, for, through…etc	Stem+ing
To	Stem/ Noun
Many, lots of, a lot of….	Plural
Adjective	Noun
……., ……..	And
So	Adjective
Such	Noun phrase (an…../a….)
To be (in any tense)	Stem+ing / past participle
To have (in any tense)	Past participle

QST 12: reorder the following sentences/statements
QST 13: reorder the following sentences/statements to make a coherent paragraph
QST 14: combine the following pairs of sentences using: (was, were) able to, had to, used to
QST 15: ask a question that the underlined word answer
QST 16: combine the following pairs of sentences using the appropriate connector

Part two :

Choose ONE of the following topics:

Topic one: guided topic فقرة موجهة

Topic two: free topic فقرة حرة

حلول التمارين

EXERCISE 1: Fill the gaps with had to, used to, was/were able to.

- In ancient times people USED TO worship stones.
- The Egyptians WERE ABLE TO produce crops in the fertile soil of the Nile Valley.
- She USED TO read 2 books a day.
- In the past people HAD TO travel on animals back.

EXERCISE 2: turn the adjective between brackets into a comparative or a superlative form.

1.He was the MOST CLEVER thief of all.

2.Who is the THE RICHEST woman on earth?

3.Our house is THE BIGGEST than yours.

4.this book is MORE INTERESTING than the old one.

5.He is the OLDEST of four children.

6.What's THE LARGEST city in the world?

7.you are CREEPIER than your friend

EXERCISE 3: put the verbs between brackets in their correct form

Type 1:

- If you GO out with your friends tonight, I WILL WATCH the football match on TV.
- I WILL EARN a lot of money if I GET that job.

Type 2:

- If he TRIED harder, he WOULD REACH his goals.
- I WOULD BUY these shoes if they FIT me .

Type 3:

If we HAD LISTENED to the radio, we WOULD HAVE HEARD the news.

- If you HAD SWUTCH on the lights, you WOULD NOT HAVE FALLEN over the chair.

EXERCISE 4: make a wish

I. I regret talking to you last night. >>> I wish WOULDN'T TALK TO YOU LAST NIGHT

2. My sister doesn't invite me to go with her >>> I wish MY SISTER WOULD INVITE ME TO GO WITH HER

3. I want to have money.>>> I wish HAD MONEY/ COULD HAVE MONEY

4. I didn't study for my exams. >>> I wish I HAD STUDIED FOR MY EXAMS

5. I didn't know she was ill. >>> I wish HAD KNOWN SHE WAS ILL

EXERCISE 5: complete the sentences

4. We should fight corruption
   it's high time we FOUGHT CORRUPTION
5. the government should eradicate illegal activities
   it's high time the government ERADICATED ILLEGAL ACTIVITIES
6. all citizens should report nepotism
   it's high time all citizens REPORTED NEPOTISM

EXERCISE 7: give advice

If she doesn't hurry, we will miss the bus => SHE HAD BETTER TO HURRY

If he tried harder, he would reach his goals => HE SHOULD TRY HARDER

If I had taken my umbrella, I wouldn't have gotten wet => I OUGHT TO TAKE MY UMBRELLA

EXERCISE 8: complete the sentences using the appropriate modal

You seem so sick, you MUST see a doctor

Sir CAN you answer my question please!

She SHOULD come fast, or we will be late for the feast.

EXERCISE 9: Classify the following words according to the pronunciation of their final "s"

/ S /	/ Z /	/ IZ /
hurts -Hearts- books- stops- spots- laughs- maps- cakes- creeps-	Cows- stores- bears- tomatoes- keys- grows- dreams- rules- dads- dogs- lowers- plays- levels- bodies- worries	Glasses- buses- watches- buzzes- washes- bridges- reduces- produces- nurses- switches

EXERCISE 10: Classify the following words according to the pronunciation of their final "ed"

/ T /	/ D /	/ ID /
Stopped- booked- graphed- watched- kicked-	Called- beard- heard- honored- smelled- argued- triggered- played- dreamed- ruled- clothed- warmed- canned	Started- addicted- added- spotted- connected- heated- wanted- calculated

EXERCISE 11: Classify the following words according to the number of their syllables

1 syllable	2 syllables	3 syllables	More than 3
back, art, age, walked, quick, take, white, black, sleep,	Birthday, Airplane, Fireman, Football, Pancake, Bathtub, Skateboard, Cupcake Snowflake, Baseball, Toothbrush, Sidewalk, Bedroom, Blackbird, Peanut, Doorbell, Flashlight, Painted, table, question, apple, spider, sadness, cautious,	Strawberry, Ponytail, absolute, acceptance, addition, forgotten, engineer, technical, computer, happiness, continue, delegate, processor, ecstatic, various, syllable.	Alligator, Microwave, accommodate, Watermelon, Helicopter, ability, necessary, psychology, television, biology, pronunciation,

EXERCISE 12: Classify the following words according to the stressed syllable

1st syllable	2nd syllable	3rd syllable	4th syllable
Generous, Activist, Birthday, Airplane, Fireman, Football, Pancake, Strawberry, Bathtub, Skateboard, Cupcake, back, Microwave, art, Snowflake, Spaghetti, white, Baseball, Toothbrush, Sidewalk, Bedroom, Ponytail, age, Blackbird, Doorbell, Peanut,	Delicious,, Empiric, Fidelity, Mysterious, Activity, Salvation, accommodate, ability, addition.	Frustration, Flexibility, Incredible Nationality, Responsible Perceptible,	

EXERCISE 13: *Give the opposites of the following words keeping the same root.*

IMpure – UNimportant – IRresponsibility – ILlegal – UNacceptable – INeffective – UNhopeful/HopeLESS – IMmoral – UNfair – IRresponsible – MISbehave – UNtolerance – careLESS – MISunderstand – DEpopulated - UNknown - UNfertile – DISintegration – DISapprove - MISapply – UNavailability

EXERCISE 14:ask a question that the underlined word answer

Ahmed is writing a book.
WHAT IS AHME WRITING ?
He walks home from work.
WHO WALKS HOME FROM WORK ?
The children are playing in the garden.
WHERE ARE THE CHILDREN PLAYING ?
Peter runs with his friends on Sundays
WHEN DOES RUN WITH HIS FRIENDS ?
My bird has a cage in the garden.
WHAT DOES YOUR BIRD HAVE IN THE GARDEN ?
We go to work by bus.
HOW/BY WHAT DO WE/THEY GO TO WORK ?
she likes animals because they are nice.
WHY DOES SHE LIKE ANIMALS ?

EXERCISE 15: *Reorder the following statements to make a coherent paragraph*

Astronomers have known Venus for thousands of years. It is sometimes called the sister planet of the earth as they are quite similar in size and gravity. Anyway the two planets are very different.

EXERCISE 16 :Complete the Conditional Sentences with the correct form using unless.

- I will not travel to London UNLESS I get a cheap flight.
- UNLESS I had studied, I wouldn't have passed the exam.
- I would go to school by bus UNLESS I HAD a driving license.

EXERCISE 17: complete the sentences using due to/ thus / as a result / because of

1. She didn't come to school DUE TO her illness.
2. He took his medicine regularly AS A RESULT he got better.
3. I was talking to my friend THUS I didn't understand the lesson.
4. I stayed up all night AS A RESULT I woke up late.
5. She is rich THUS everybody wants to marry her.
6. Many people died BECAUSE OF corona.
7. He died DUE TO his careless driving.

EXERCISE 18: Choose from: Despite / In spite of / although / even though / though / despite the fact that / in spite of the fact that.

1. DESPITE the bad weather, we went on a school picnic.
2. IN SPITE OF her sickness, Asma went to school.
3. My parents are never pleased with my grades ALTHOUGH I get nothing less than a 'B'.
4. DESPITE the heavy snow, we managed to get to the meeting on time.
5. EVEN THOUGH we played well, we couldn't win the game.
6. The elevator was out of order so I had to use the stairs DESPITE being exhausted.
7. I am not going to eat fast food DESPITE THE FACT THAT I am starving

EXERCISE 19: Rewrite sentence (b) so it means the same as (a)

a.He opens the door.
b. THE DOOR IS OPENED BY HIM
a.We moved the table.
b. THE TABLE WAS MOVED BY US
a.She plays a lot of games.
b. A LOT OF GAMES ARE PLAYED BY HER
a.I draw a picture.
b. A PICTURE IS DRAWN BY ME
a.Karim wear red shoes.
b. RED SHOES ARE WORN BY KARIM
a.They will not help you.
b. YOU WILL NOT BE HELPED BY THEM

EXERCISE 20: Rewrite sentence (b) so it means the same as (a)

1. “Don’t do it!”
HE ORDERED ME NOT TO DO IT
4. “She got married last year”
SHE SAID THAT SHE GOT MARRIED THE YEAR BEFORE
8. “We went to the cinema and then to a Chinese restaurant”
THEY SAID THAT THEY WENT TO THE CINEMA THEN TO A CHINESE RESTAURANT
12. “Do you work in London?”
HE ASKED ME IF I WORKED IN LONDON
9. “I’ll come and help you at twelve”
YOU SAID THAT YOU WILL COME AND HELP ME AT TWELVE

الموقع الأول لتحضير الفروض والاختبارات في الجزائر

https://www.dzexams.com

القسم التحضيري	https://www.dzexams.com/ar/0ap
السنة الأولى ابتدائي	https://www.dzexams.com/ar/1ap
السنة الثانية ابتدائي	https://www.dzexams.com/ar/2ap
السنة الثالثة ابتدائي	https://www.dzexams.com/ar/3ap
السنة الرابعة ابتدائي	https://www.dzexams.com/ar/4ap
السنة الخامسة ابتدائي	https://www.dzexams.com/ar/5ap
شهادة التعليم الابتدائي	https://www.dzexams.com/ar/bep
السنة الأولى متوسط	https://www.dzexams.com/ar/1am
السنة الثانية متوسط	https://www.dzexams.com/ar/2am
السنة الثالثة متوسط	https://www.dzexams.com/ar/3am
السنة الرابعة متوسط	https://www.dzexams.com/ar/4am
شهادة التعليم المتوسط	https://www.dzexams.com/ar/bem
السنة الأولى ثانوي	https://www.dzexams.com/ar/1as
السنة الثانية ثانوي	https://www.dzexams.com/ar/2as
السنة الثالثة ثانوي	https://www.dzexams.com/ar/3as
شهادة البكالوريا	https://www.dzexams.com/ar/bac